

# Retention and Classification Report

**Agency:** State Records Committee (2865)

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## Records Officer

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**AGENCY:** State Records Committee

**SERIES:** 27018

3

**TITLE:** Activity reports

**DATES:** 2008-

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

These are activity reports used to document the work of the executive secretary of the State Records Committee. These records track time spent on duties such as phone calls, correspondence, conferences with counsel for the Attorney General's office, time spent setting up for hearings and time spent preparing agendas, minutes, and press releases.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 48.

**AUTHORIZED:** 11/13/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** State Records Committee

**SERIES:** 27018

**TITLE:** Activity reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Records Committee

**SERIES:** 22050

3

**TITLE:** Administrative rule records

**DATES:** 1998-

**ARRANGEMENT:** Chronological by date

**DESCRIPTION:**

Provides a historical record of the development of administrative rules for the State Records Committee. The rules were created in response to news articles and at the request of the Legislative Administrative Rules Committee and revisions to the Government Records Access and Management Act during the 1999 Legislative session. Information includes copies of the proposed rules, changes in the proposed rules, rule analysis forms, any comments received from the public, copies of press releases regarding public hearings, effective date forms and the final text of the rules.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after effective date and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**AGENCY:** State Records Committee

**SERIES:** 22050

**TITLE:** Administrative rule records

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the historical value of the records in documenting the actions taken by the State Records Committee.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Records Committee

**SERIES:** 24018

3

**TITLE:** Annual Reports

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document the appeal requests sent to the State Records Committee each year. The information summarizes the cases for which hearings are scheduled as well as those declined or otherwise remedied without a hearing.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 12/07/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives.

Computer data files: Retain in Office until administrative need ends and then delete.

**AGENCY:** State Records Committee

**SERIES:** 24018

**TITLE:** Annual Reports

(continued)

**APPRAISAL:**

Administrative Historical

These reports document actions taken by the State Records Committee.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Records Committee

**SERIES:** 12118

3

**TITLE:** Appeal case files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by date, thereunder numerical by case number

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document the appeal process that begins when the State Records Committee receives a request for an appeal hearing from a petitioner who has been denied access to a government record. The petitioner submits a notice of appeal, a copy of the agency's denial letter, and a statement of facts, reasons, and the legal authority justifying the appeal. The agency responds to the appeal request by providing a statement of facts, reasons, and the legal authority for denying the request. The State Records Committee retains a copy of the press release and public notice of the hearing, of subpoenas issued, and of any appeal filed, by either the petitioner or the agency, with the district court. The records may contain intervention requests (for any individual whose legal interests may be substantially affected by the proceedings) and business confidentiality claims filed under Section 63-2-308. The appeal process is outlined in Section 63-2-403.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/1999



**AGENCY:** State Records Committee

**SERIES:** 12118

**TITLE:** Appeal case files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete provided all relevant papers have been filed.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on the legal and historical value of the documented appeal process and the decisions of the State Records Committee.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2) (2008).

**AGENCY:** State Records Committee

**SERIES:** 2821

3

**TITLE:** Approved retention schedules

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records contain decisions on the retention and disposition of agency records series. The files are used to verify the establishment of retention schedules for governmental entities and are created by the Records Analysis Section of the Utah State Archives. Information includes agency records series and their corresponding retention and disposition schedules. These record series have been approved by the State Records Committee and are signed by the Executive Secretary documenting the approval.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** State Records Committee

**SERIES:** 2821

**TITLE:** Approved retention schedules

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on its use in revealing the work of the State Records Committee, the Records Analysis Section of the Archives, and the records management activities of governmental entities. It also verifies when destruction can occur.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Records Committee

**SERIES:** 24025

3

**TITLE:** Business correspondence

**DATES:** 2000-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These documents include correspondence regarding day to day State Records Committee business. Information includes memoranda transmitting hearing information. Also includes correspondence requesting copies of State Records Committee minute tapes and other records, and answering those requests.

**RETENTION:**

Retain until administrative need ends or 3 years, whichever is longer.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 62.

**AUTHORIZED:** 03/02/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends or until 3 years, whichever is shorter, and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

**AGENCY:** State Records Committee

**SERIES:** 24025

**TITLE:** Business correspondence

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Records Committee

**SERIES:** 24020

3

**TITLE:** Change letters

**DATES:** 1994-2009.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These letters document suggested substantive changes by State Records Committee (SRC) members to record series descriptions submitted by the State Archives for the review and approval of the committee. These suggested changes are discussed individually in the next State Records Committee meeting and are either accepted or rejected. The SRC then approves the retention periods of all submitted records series and any approved changes. These discussions and approvals are documented in the meeting minutes (Series 15274). Information includes creating agency, series title, series number, Committee member's name requesting the change, the suggested change, and whether or not the agency agrees with the change.

**RETENTION:**

Retain until State Records Committee approval

**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until State Records Committee approval and then file in meeting files.

Computer data files: Retain in Office for 1 year and then delete.

**AGENCY:** State Records Committee

**SERIES:** 24020

**TITLE:** Change letters

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Records Committee

**SERIES:** 20325

3

**TITLE:** Decisions and orders

**DATES:** 1992-

**ARRANGEMENT:** Chronological by date, thereunder numerical by order number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records are the signed decisions and orders that are issued by the State Records Committee. A decision and order is issued no later than three days following each appeal hearing. The State Records Committee has authority to grant the petition, either whole or in part, or they may elect to uphold the government entity's position. The order is a statement which justifies the decision of the State Records Committee and provides a description of the record, or portions of the record, to which access has been ordered. Instructions for appealing the State Records Committee's decision are included in a statement with the order. The order is numbered, dated, and signed by the committee chairman. A certificate of mailing noting the names of the parties receiving a copy of the order is signed and dated by the executive secretary.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until microfilmed and then transfer to State Archives with authority to weed.



**AGENCY:** State Records Committee

**SERIES:** 20325

**TITLE:** Decisions and orders

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on the legal and historical value of the State Records Committee's decision and order as required in UCA 63-2-403(11), (12) (2006).

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Records Committee

**SERIES:** 20324

3

**TITLE:** Meeting audio recordings

**DATES:** 1988-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These audio recordings document the State Records Committee meetings and appeal hearings. They are used to create the State Records Committee minutes (series 15274). Recordings contain the testimony and evidence presented before the committee, the discussions and motions made by the committee, and the votes of the committee members.

**RETENTION:**

Retain 3 years after minutes have been approved.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 3 years after minutes have been approved and then erase.

**APPRAISAL:**

Administrative

**RETENTION JUSTIFICATION:**

**AGENCY:** State Records Committee

**SERIES:** 20324

**TITLE:** Meeting audio recordings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Records Committee

**SERIES:** 15274

3

**TITLE:** Meeting minutes

**DATES:** 1971-

**ARRANGEMENT:** Chronological by date of meeting.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These minutes provide a written record of meetings held by the State Records Committee. The committee must meet at least once every three months and is responsible for reviewing and approving retention schedules and for hearing appeals regarding the denial of access to information by agencies. The duties of the State Records Committee are outlined in UCA 63G-2-502 (2008). The minutes include the date, time, and location of the meeting; identify members present and not present; and present a summary of statements, discussions, motions, and the votes of individual members regarding the approval of retention schedules and other administrative matters. The minutes may include a copy of the agenda, a summary of requests for hearings received, and a summary of cases that have been appealed to district court. Minutes are kept as required by the Open and Public Meetings Act, UCA 52-4-7 (1978).

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1998

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until digitized and then

**AGENCY:** State Records Committee

**SERIES:** 15274

**TITLE:** Meeting minutes

(continued)

transfer to State Archives.

Microfilm master: Retain in State Archives permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on the administrative needs of the agency. These minutes provide a written record of meetings held by the State Records Committee.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2015.

**AGENCY:** State Records Committee

**SERIES:** 24026

3

**TITLE:** Policy and program correspondence

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These documents contain correspondence regarding State Records Committee business and issues involving the Government Records Access and Management Act. Information includes incoming correspondence which asks for information or which involves records requests not resulting in appeal hearing requests. Outgoing correspondence includes records answering questions or dealing with significant Committee business and policies.

**RETENTION:**

Retain until microfilmed

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

**AUTHORIZED:** 03/27/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives.

Computer data files: Retain in Office until administrative need ends and then delete.

Microfilm master: Retain in State Archives permanently with authority to weed.

**AGENCY:** State Records Committee

**SERIES:** 24026

**TITLE:** Policy and program correspondence

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Records Committee

**SERIES:** 24021

3

**TITLE:** Press releases and public notices

**DATES:** 1998-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are press releases sent to new organizations and interested parties and hearing notices that are posted providing information about State Records Committee hearings. Information includes hearing participants; meeting locations; date and time; other business to be conducted; contact information for submitting comments and for special accommodations under the Americans with Disabilities Act.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 15, Item 8.

**AUTHORIZED:** 12/07/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative need ends and then delete.



**AGENCY:** State Records Committee

**SERIES:** 24021

**TITLE:** Press releases and public notices

(continued)

**APPRAISAL:**

Administrative Historical

Press releases document an agency's activities and history and provide ongoing research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** State Records Committee

**SERIES:** 2820

3

**TITLE:** Quarterly meeting files

**DATES:** 1985-1992.

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files consist of minutes of meetings (compiled from notes and audio cassettes) agendas, sign-in sheets, and related correspondence and materials.

These records document the activities of the State Records Committee as created under UCA 63-2-501(1994). These records document the records retention approval activities of the committee as authorized under UCA 63-2-502(1)(a thru b)(1994). These records are created by the State Records Committee during their quarterly meetings to "review and approve retention and disposal of records;" UCA 63-2-502(1)(a)(1994).

**RETENTION:**

Retain until minutes completed.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 02/09/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

**AGENCY:** State Records Committee

**SERIES:** 2820

**TITLE:** Quarterly meeting files

(continued)

Sound recordings: Retain in Office until minutes are completed and then erase.

Computer data files: Retain in Office until minutes are completed and then delete.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on Utah General Retention Schedule , Schedule 1, Item 6. The retentions are legally binding until they are changed and the records document the activities of the committee.

**PRIMARY CLASSIFICATION:**

Public UCA 63G-2-301(1)(e)(2008)

**AGENCY:** State Records Committee

**SERIES:** 7335

4

**TITLE:** Submitted retention and classification schedules

**DATES:** i 1984-2002.

**ARRANGEMENT:** Chronological by month.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series consists of retention and classification reports proposed by the agency through the Records Analyst as part of the scheduling process. Reports are submitted to the State Records Committee for approval and include a cover letter from the Archives. Information includes agency's name and address; name of responsible authority; name of agency's records officer; record series' title, arrangement, annual accumulation, inclusive dates, description, proposed retention and disposition, designated classification, and personal data elements if applicable; as well as comments and signatures of members of the State Records Committee. In May 2002, the submission process was automated and the State Records Committee began receiving records series electronically. A paper copy was no longer created

**RETENTION:**

Retain until approved.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 2002. Retain in Office for 1 year and then destroy.

**AGENCY:** State Records Committee

**SERIES:** 7335

**TITLE:** Submitted retention and classification schedules

(continued)

Computer data files: For records beginning in 2003 and continuing to the present. Retain in Office until approved and then delete.

**APPRAISAL:**

This disposition is based on the administrative needs of the State Records Committee and its staff. Previous decision: 3 years and destroy.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** State Records Committee

**SERIES:** 24024

3

**TITLE:** Visitor sign-in sheets

**DATES:** 1998-

**ARRANGEMENT:** Chronological by State Records Committee meeting date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of attendees of State Records Committee meetings. Includes both participants and interested parties. Information includes name and affiliation. Sign-in sheets created prior to 1998 are maintained in the case files. With the increased number of appeal hearings, a separate record series was created. The information is recorded in the meeting minutes.

**RETENTION:**

Retain 6 months

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 52.

**AUTHORIZED:** 11/21/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** State Records Committee

**SERIES:** 24024

**TITLE:** Visitor sign-in sheets

(continued)

**PRIMARY CLASSIFICATION:**

Public